

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 2 Communications		
Media Procedures	Effective date	Revised
Number: 2.01-01	April 25, 2008	Sept. 9, 2013

REFERENCES

Related DNR Policies

Sunshine Law Requests 2.02

DEFINITIONS

Office of Communications: Part of the department director's office, the office is responsible for media coordination and for development and implementation of department publications and marketing efforts.

Director of Communications: Oversees the Office of Communications. The director of communications serves as department's spokesperson, coordinates and responds to media inquiries and provides communication support to the department director.

PROCEDURES

The department's goal is to respond to media inquiries as efficiently and effectively as possible in order to provide the media and the public with the most relevant, accurate and up-to-date information. The director of communications will coordinate and respond to all media inquiries, in consultation with relevant parties.

All media inquiries should be immediately directed to the Office of Communications, unless prior approval has been granted by the director of communications. Staff should treat requests for information from the director of communications and communications staff as priorities, in order to better serve and inform the media and the citizens of the state.